



Chapter 5- Sewer Service

Purpose

The purpose of this chapter is to set out the review process for developers as it relates to sanitary sewer service.

Public Improvements – Sanitary Sewer Requirements

Public improvements are often required with projects that will develop areas where the City's infrastructure does not already exist or where improvements are necessary to accommodate the new development. Public improvement projects are discussed in more detail in Chapter 8.

To determine the availability of sanitary sewer, the applicant should call the Sewer Clerk in the Office of Central Inspection (OCI) at (316) 268-4341. If sanitary sewer is not available to the site, the applicant should contact the City Engineer's Office at (316) 268-4501 for information to petition for sewer extension, or contact a private engineering firm to initiate a private project for the extension.

If sewer service is available to the entire development, the developer should contact the System Planning and Development Division of the Water and Sewer Department concerning taps, tap fees, and the general processing time for connection to the City's sanitary sewer facilities.

To determine if the City will regulate the industrial process, first determine if the industry qualifies as a Significant Industrial User (SIU). If the industry meets the SIU criteria, then the City must issue an Industrial Wastewater Discharge Permit.

The permit will contain conditions and requirements the industry must meet to maintain compliance with all federal, state, and local Pretreatment Regulations.

Industrial developments have special city regulations. All local industries, which discharge pollutants into the sanitary sewer, place the City in the position of being a service provider and a regulator.

Required Submission Materials

The developer shall submit to the Sewer Department any materials that may relate to sewer service. These may include the following:

- The approximate time when development will begin.
- Copy of the proposed plat including the building zoning or proposed zoning.
- Approximate proposed sanitary sewage discharge (average and maximum rate).
- List of industrial or chemical wastes generated by development (identify Significant Industrial User).

General processing time

The tap and plant equity fees for single family and duplex housing are paid in OCI and collected at the same time the building permit is issued. When the foundation of the building is completed, the developer or builder should notify System Planning and Development.

Process Steps- One and Two Family Dwellings

Step 1- Fees and Payment Processing

The sewer permit fee is to be paid by the sewer contractor prior to issuance of the permit.

The Water and Sewer Department charges a plant equity fee to connect to sanitary sewer. The plant equity fee represents a pay as you go philosophy in regards to new construction, or a growth pays for itself perspective. The fee is designed to be representative of the equity existing customers have accumulated in the utilities and is based on the size of the water meter.

Fees in lieu of sanitary main or lateral assessment are required in those instances where a property is requesting connection to a sewer main or lateral and the property has not been a part of an established special assessment benefit district (or private project) for the purpose of bringing sanitary sewer to the area. The fees are calculated on the basis of an average cost related to the lot size supplied annually by the City Engineer.

The charge of the in lieu of assessment fee may be appealed if it meets ALL of the following criteria:

- Property was included within the corporate limits of the City of Wichita prior to 1970.
- Potential public benefits relating to the redevelopment of infill or urban properties.
- Absence or inclusion of adjoining properties in a benefit district at the time of their development.

To appeal the fee, a letter should be sent to the System Planning Division of the Water and Sewer Department. Call (316) 268-4555 to verify the costs for any project.

Process Improvement Points

Ask questions and understand the development process, especially the fees and the time it takes for the services to be completed.

All sewer fees may be paid to the sewer clerk at the time the building permit is issued, or at the time the sewer permit is requested. The Sewer Clerk can be reached at (316) 268-4341 to find out current fee rates.

Step 2- Tap Application and Scheduling Process

Once a sanitary sewer line is cleared for service and the building permit has been issued, tap requests for connections to the lateral may be processed.

To obtain a sewer permit, a licensed sewer contractor must submit a Sewer Permit Application to OCI. The application may be submitted by mail to: Office of Central Inspection, Attn: Sewer Clerk, 7th Floor City Hall, 455 N. Main, Wichita, Kansas 67202. By fax: to (316) 268-4663 or in person.

To schedule an inspection, the contractor may use either the automated phone inspection system (TELUS) or the Internet E-Permit System. Tap scheduling is provided via a website on the City's web page. Signing on at the City's website may access the web page (wichitagov.org). Applicants should then go to the Water and Sewer Department heading, and then to the Tap Scheduling module. The tap should be scheduled when the foundation stage of the construction is finished. The inspection should be requested one day in advance.

If the City lateral is clay or ABS material, the Sewer Maintenance Division of the Water and Sewer Department will need to make the tap. The contractor may schedule a tap time (one day in advance) by calling the Sewer Maintenance Division at (316) 268-4024.

For one and two family dwellings, the process provides for streamlined fee payment processing and installation scheduling is tied into a foundation release request from the builder.

For one and two family dwellings inside Wichita's City limits, the service tap process is initiated when the builder/developer takes out the building permit.

Installation Issues and Responsibilities

It is the responsibility of the builder/developer to properly mark the desired location of the service setter. The normal location is approximately eight feet behind the curb in street right-of-way. The location should be marked with a four to six foot long two-inch by four-inch piece of lumber buried approximately two feet deep. The board should have the house number on it visible to the street. Failure to mark the location prior to the service installation crew arriving on site may result in an additional \$150 fee. The grade at which the meter box and lid is set and should not be altered.

Process Improvement Points

OCI is the office responsible for permit application and processing.

All private sewer connections must be done by a licensed sewer contractor.

The builder/developer is responsible for any damage to the service setter that may occur after its construction until the building is occupied.

The service installation crew will mark the location of the pigtail or outlet connection with a piece of two by four lumber. The plumber installing the consumer line will be responsible for making the connection to the pigtail.

Process Steps- Commercial Development

Step 1. Fees and Payment Processing

The sewer plant equity fee (together with the water tap and plant equity fees) for construction of other than one and two family dwellings is paid in the Customer Service Division of the Water and Sewer Department.

If a fee in lieu of sanitary sewer assessment is determined owed, the fee is paid to the Sewer Clerk in the Office of Central Inspection.

Step 2. Tap Application and Scheduling Process

The process is essentially the same as outlined under the One and Two Family Dwellings Section.

Private sewage systems

Properties not currently served by sanitary sewer and which cannot be served by sanitary extension at the present time must obtain permission from the Department of Environmental Services for a private system (e.g. septic or lagoon system). Call (316) 268-8351 for information concerning these systems.

The septic tank and lateral field (or lagoon) is permitted and inspected by the Environmental Services Department. However, a licensed sewer contractor must install the service line from the building to the tank (or lagoon) with permit and inspection from the OCI.

An existing structure (residential or commercial) connected to a private system can be connected to City sanitary sewer when available under the following conditions:

Process Improvement Points

Meet with the Environmental Services Department early in your project planning to determine what private sewer methods will be available.

Process Improvement Points

- A City plumbing inspector must inspect the existing plumbing in the building to insure it meets the current City plumbing code. Any corrections will need to be made and an additional inspection requested. An inspection may be scheduled by calling the Plumbing Section of the OCI at (316) 268-4341. There is not a current charge for this inspection.
- The sewer equity fee will need to be paid in the Customer Service Section of the Water and Sewer Department.
- If a fee in lieu of assessment is due, this fee should be paid to the Sewer Clerk in OCI.

When the above conditions are met, a licensed sewer contractor may apply for a sewer permit to connect the structure to City sanitary sewer.

Issues that may result in additional review

These items may result in additional reviews and requirements:

- Determination if property was previously assessed or in a benefit district for sewer lines. This will determine the requirement to charge for in lieu of assessment fees.
- Determination if an extension to the City sewer lines is required to serve the property.
- Extra strength sewage billing, grease trap requirements, and remedial groundwater discharge programs may be required. For these issues that may result in additional review, call the Pretreatment staff at 316-303-8703.

CITY OF WICHITA SEWER SERVICE APPLICATION PROCESS

(Single and Two Family Residential)

